

POLICY

BARNEGAT TOWNSHIP BOARD OF EDUCATION

FILED

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NINA MITCHELL WELLS
SECRETARY OF STATE

FINANCES
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Competitive Procurement of
Professional Services Contracts

6360 COMPETITIVE PROCUREMENT OF PROFESSIONAL SERVICES CONTRACTS

In accordance with the requirements of N.J.S.A. 19:44A-20.26, the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a "non-fair and open" contract to any business entity receiving a contract with an anticipated value in excess of \$17,500.00:

- A Business Entity Disclosure Certification (anytime prior to the award); and
- A Political Contribution Disclosure Form (at least ten days prior to award); and
- A Business Registration Certificate (anytime prior to award).

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

A "non-fair and open" procurement process is one that does not meet the standards defined in N.J.S.A. 19:44A-20.7 as a "fair and open process." "Fair and open" is defined as being:

- Publicly advertised (either conventionally in newspapers or posed on the district website) in sufficient time (at least ten calendar days) to give notice in advance of contract, and
- Awarded under "a process that provides for public solicitation or proposals or qualifications," and
- Awarded under criteria established in writing by the Board prior to the solicitation of proposals or qualifications, and
- Publicly opened and announced when awarded.

